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ABSTRACT

This book sets out the skills that are necessary for a public speaker to address an audience with confidence and clarity. The book discusses the kinds of speeches a speaker might be called upon to make and gives clear advice on how to prepare, rehearse, and deliver them. It explores the power of humor, helps one deal confidently and persuasively with the audience, and provides the background information one needs to make sure that the event ahead runs smoothly. The book offers sensible, practical advice for a step-by-step approach in drafting and delivering an effective speech. The advice in the book will benefit both first-time speakers and those with experience, especially those speakers who suffer from "nerves." The five chapters are: (1) "The Form"; (2) "Preparing Your Speech"; (3) "Humor"; (4) "Getting into Gear"; and (5) "Delivery." The last section of the book contains classic speeches and quotations that can be drawn upon in building a speech. (NKA)

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